



Minutes - ECFTA Board Meeting

September 12, 2023

7:00 pm @ ECFTA + M/S Teams

Chair: Kathryn Giffen

Attendees: *Board members-* Kathryn Giffen, Ellen Helps, Eva Lane, Verne Harrison, Lee Bonnell, Kyle Dietrich, Melissa Watkins (in person); Spencer Shewen (via MS Teams)

Staff- Lianne Carter, Sonia Cheng, Molly Kleiker

Regrets: Deepti Celetti

1. Kathryn called the meeting to order at 7:04.
2. **Motion** to approve the agenda - **Kyle/ Melissa Carried**
3. **Motion** to approve the minutes of June 14, 2023 meeting - **Verne/ Lee Carried**
4. **Committee Reports**

Governance

HR manual update (Lee/ Lianne/ Eva)

- Draft HR manual was circulated to Lianne for feedback. Ellen provided comments back.
- **Action Item:** Eva is currently reviewing and will provide her comments in writing to Lianne and the GC. Should be completed in ~ two weeks.
- We will be looking for a report back at next meeting; not expecting to be bringing the final version forward for approval until a future meeting.

Board composition/ recruitment update (Ellen)

- Ellen, Lee and Deepti met with Jean to discuss joining the Board - with the intent of taking over as Treasurer. Jean's schedule is tight throughout the fall, but she would be interested in joining in November.

Motion to appoint Jean Prichard to the ECFTA Board of Directors, effective Nov 1 2023. **Ellen/ Lee Carried**

- We need to be thinking about future Board members who may be interested in taking on a leadership role. Ellen has spoken to Annie Tobias about potentially joining the Board and she is interested. Annie has extensive significant experience in leadership training in the Not for Profit sector. **Action Item:** Ellen will set up a meeting with Annie and the Governance Committee
- Molly noted that Shannon Kornelson, one of the Young Philanthropists, is also interested in joining the Board at some point in the future. **Action Item:** Molly will provide Ellen with Shannon's contact info.

Finance and Audit Committee (Lee/ Sonia)

- Have preliminary 4th quarter reports. Working on getting more solid numbers.

- Cashflow is a bit of a concern primarily due to the HVAC work. We agreed previously to using the Line of Credit to hold us until we receive the HST Credit due (~\$100k)
- Kathryn - Finance Committee met in response to the new Cap Cam funding target of \$5M.
- The committee was happy that we decided to “take a pause” following the reconciliation of Phase 1 (expected to be in Oct) at the last Board meeting
- Finance Committee is interested in understanding what a “Plan B” could look like should we decide that \$5M is too much
- Sonia - expects to have a budget by the next Board meeting

Set date for 2022-23 AGM. Proposed dates - Wed Nov 29 or Wed Dec 6

- Lianne would prefer to keep the AGM in Nov
- Giving Tuesday is November 28
- Agreed upon date: **Monday Nov 27, volunteer appreciation @ 6:30, AGM @ 7:30**

5. **Executive Director’s update** (Lianne) - including Boiler Committee and Building Committee updates

- Lianne reviewed the ED report provided in the package
Highlights:
 - Aiming to be ready for HVAC inspection the week of Oct 9
 - Attending council budget meeting on Oct 16
 - We are hosting a fundraiser for Team Addy on Sept 23 (sponsored by Riverfest)
 - Summer camps were very successful!! Sold out.
 - There are a lot of PD days this year. 1st couple of PD days already sold out
 - Building update - per Dakon, hard to give final quote until there’s a firm “shovels in the ground” date
 - Aiming for draft financial statements the week of Nov 6. Approval of draft statements no later than Nov 17
 - Sensational Elora is doing a fundraiser for us at the Legion on Sept 30 (musicians from Blood, Sweat and Tears)

6. **Development Update** (Molly & Sheila)

- Have raised ~\$2.8M (52% of \$5M goal)
- Continuing to reach out to larger donors, building a base
- Monthly donor base is continuing to grow
- Cap Cam meeting to be held on Oct 3
- The Barbecue chicken dinner was very well received, great event to help build community support. Considering making it a regular event
- Spring and fall are the busy fundraising times - fall should give a good indicator as to where we’ll be in May
- Once we know our budget in the spring, we can go to tender with firm numbers

- Sheila left the meeting at 8:35

7. **Other Business** - none

8. **Next meeting** - October 23 @ 7:00

- Staff left the meeting at 8:40

9. **In camera**

Motion to approve the minutes of the in camera portion of the June 14, 2023 meeting **Lee/ Kyle carried**

10. **Adjournment** - The meeting was adjourned at 8:42